



DEPARTMENT NOTICE

21-141
09/03/21

Vaccination Requirements for Employees

Consistent with local Public Health Orders and City policy, the City requires all employees, and elected and appointed officials, to receive a COVID-19 vaccination to enter the workplace or perform work in the field.

This safety-related job vaccine requirement is effective September 15, 2021, for employees regularly working onsite in High-Risk Settings; **October 13, 2021**, for employees who are not permanently stationed or regularly assigned to a High-Risk Setting, but who in the course of their duties may enter or work in those settings even on an intermittent or occasional basis for short periods; and by November 1, 2021, for all other City employees.

Sworn members of the San Francisco Police Department are considered employees who enter into high-risk settings in the course of their work, even on an intermittent or occasional basis. **Therefore, Sworn members shall comply with the City’s vaccination policy and be fully vaccinated by October 13, 2021.**

Sworn members who have not complied with the October 13, 2021, deadline shall be subject to discipline up to and including termination.

As a result of the Food and Drug Administration fully approving the Pfizer vaccine, all Non-Sworn City Employees must be vaccinated by November 1, 2021. Non-sworn members shall comply with the City’s vaccination policy and be fully vaccinated by November 1, 2021.

Members shall update their vaccination status in the Employee Portal when they receive their vaccine. Members must also upload a copy of their vaccine card as proof of their vaccination record.


Please refer to the Chart below for Covid-19 Vaccination Deadlines:

| COVID-19 VACCINATION DEADLINES BY EMPLOYEE TYPE | |
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| Employees NOT working in “High-Risk” or other Health Care Settings (Non-Sworn) | Must be fully vaccinated <i>no later than November 1, 2021.</i> <ul style="list-style-type: none"> • Moderna: First Shot <i>no later than</i> September 20, 2021; Second Shot <i>no later than</i> October 18, 2021 • Pfizer: First Shot <i>no later than</i> September 27, 2021; Second Shot <i>no later than</i> October 18, 2021 Johnson & Johnson: First Shot <i>no later than</i> October 18, 2021 |

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| <p>Employees who are assigned to or routinely work onsite in High-Risk Settings</p> | <p>Must be fully vaccinated <i>no later than</i> September 30, 2021.</p> <ul style="list-style-type: none"> • Moderna: First Shot <i>no later than</i> September 2, 2021; Second Shot <i>no later than</i> September 30, 2021 • Pfizer: First Shot <i>no later than</i> September 9, 2021; Second Shot <i>no later than</i> September 30, 2021 • Johnson & Johnson: First Shot <i>no later than</i> September 30, 2021 |
| <p>Employees intermittently or occasionally working in “High Risk Settings” (Sworn Members)</p> | <p>Must be fully vaccinated <i>no later than</i> October 13, 2021.</p> <ul style="list-style-type: none"> • Moderna: First Shot <i>no later than</i> September 1, 2021; Second Shot <i>no later than</i> September 29, 2021 • Pfizer: First Shot <i>no later than</i> September 8, 2021; Second Shot <i>no later than</i> September 29, 2021 • Johnson & Johnson: First Shot <i>no later than</i> September 29, 2021 |

The Department has a second Covid-19 Vaccination Pop-up for members at the PHQ scheduled for September 9, 2021, from 0700 to 1200 in conference room 1025 off the front lobby.

A future Covid-19 vaccination pop-up is scheduled to be held at Bayview Station on 9/14/2021 from 0700-1500 (Johnson & Johnson only).


WILLIAM SCOTT
 Chief of Police

Per DN 20-150, all sworn & non-sworn members shall electronically acknowledge this Department document in PowerDMS. Members whose duties are relevant to this document shall be held responsible for compliance. Any questions regarding this policy should be made to sfpd.writtendirectives@sfgov.org who will provide additional information.